

Open: 09/19/05 - 8:30 AM

Close: Until Filled



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



MEDIA ASSISTANT

\$38,928.92- \$62,873.53 ANNUALLY

NATURE OF WORK: Responsible for assisting the Media Specialist. Skilled technical work involving operating cameras, videotaping meetings and special events, producing public service announcements and other programming, non-linear editing, duplicating, developing video program concepts, assembling interesting and informative storyboards, assisting with the selection of equipment, assisting with troubleshooting technical problems, creating television graphics, coordinating with all city departments, and performing other related duties as necessary.

REQUIREMENTS: Bachelor's degree in Communications, Broadcasting or a related field. Two(2) years full time responsible experience working in television production, or post production. Additional related experience may substitute for education on a year for year basis. Ability to carry video production equipment.

DESIRES: Detail oriented person with strong follow-up skills. Ability to work a flexible schedule. Experience with Final Cut Pro, Motion, Inscrber, Infocast, Title Motion, Photoshop and/or DVD Studio Pro a plus. Must be reliable and willing to keep up with the fast changing nature of television production.

Send **2** Detailed Resumes
by close date to:

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
jobs@miamibeachfl.gov

CLASS NO: **2121**
UC NO: **0585UO**

NO FAX ACCEPTED

ATTENTION: MA-ANN

EOE/AA/ADA/VET PEF